

Date:	Tasks:	Hours:	Number of Hours:	
8/27/24	<ul style="list-style-type: none"> -Met with Hallie and Sammy for Briefs -Created a list of influencers to receive Passenger Princess Mailer -Set up Amazon live with Kari -Counted Cover FX inventory 	10:00-3:00	5	
8/28/2024	<ul style="list-style-type: none"> -Completed influencers to receive Passenger Princess Mailer -Outreach email -Counted Bliss inventory 	10:00-3:00	5	
8/29/2024	<ul style="list-style-type: none"> -Complete Brief (Laura Geller) -Complete Brief (Bliss) -Research influencers -Organic brief for LG: Concept: "Makeup for the Mother of the Bride" Product: New Icons Kit -Amazon return to UPS (at kim's desk) 	10:00-3:00	5	
9/2/2024	<ul style="list-style-type: none"> -Amazon live brief: Topic: "Unlocking Radiance: Ingredient Deep Dives with Carmindy" -Organize used inventory into categories in different bins -Set Up Amazon Carmindy live 	10:00-3:00	5	
9/4/2024	<ul style="list-style-type: none"> -Derms + Estis Recap Deck -UGC Brief: "GRWM in a car before a date" using Laura Geller Baked Starter Kit 	10:00-3:00	5	
9/5/2024	<ul style="list-style-type: none"> -LG UGC brief Girl Math Video focused on baked foundation -Create sample orders for Laura Geller Beauty, Bliss, Julep 	10:00-3:00	5	
9/9/2024	<ul style="list-style-type: none"> -Packed influencer package orders 	10:00-3:00	5	
9/10/2024	<ul style="list-style-type: none"> -Bliss Amazon live brief: Topic: "Best of Bliss under \$30: Carmindy's Picks for Flawless Skin" 	10:00-3:00	5	

9/11/2024	-LG Ad Brief Topic: GRWM for work	10:00-3:00	5	
9/12/2024	-Packed influencer package orders	10:00-3:00	5	
9/13/2024	Bliss Brief: Topic: Pimple Patches 101	10:00-3:00	5	
9/12/2024	-Updated marketing team monthly highlights including influencer posts from this month (Laura Geller)	10:00-3:00	5	
9/16/2024	-Packed influencer packages	10:00-3:00	5	
9/17/2024	-Updated marketing team monthly highlights including influencer posts from this month (Bliss)	10:00-3:00	5	
9/18/2024	-Updated marketing team monthly highlights including influencer posts from this month (Julep)	10:00-3:00	5	
9/19/2024	-LG Ad Brief (Organic)	10:00-3:00	5	
9/23/2024	-Bliss Amazon live brief Best of Bliss under \$30: Carmindy's Picks for Flawless Skin	10:00-3:00	5	
9/24/2024	-Counted Laura Geller Inventory	10:00-3:00	5	
9/25/2024	-Counted Bliss Inventory -Post Thanksgiving Detox Brief Bliss	10:00-3:00	5	
9/26/2024	-Updated Monthly Marketing Deck -LG Ad Brief: Topic: 3 reasons to switch to baked makeup if you're over 40	10:00-3:00	5	
9/30/2024	-Pulled and packed 55 Laura Geller Beauty Totes, spa head bands, and fans -Organized products for LA event -Laura Geller Organic Brief: Lazy Girl Guide to your makeup using one palette	10:00-3:00	5	

10/1/2024	-Amazon Live Brief: Topic: "Best of Bliss under \$30: Carmindy's Picks for Flawless Skin" - Set up Amazon live	10:00-3:00	5	
10/1/2024	-Bliss TikTok live report -Created a list of UGC creators over 40	10:00-3:00	5	
10/2/2024	-Amazon Live Brief -Put away LG products that came in and count LG inventory	10:00-3:00	5	
10/3/2024	-Laura Geller Organic Brief: Trying on all jelly balm shades x new shades added	10:00-3:00	5	
10/7/2024	-Laura Geller Beauty Organic Brief: Concept: Full Holiday look with all LG holiday	10:00-3:00	5	
10/8/2024	Added Images, social handles, hyperlinked everyone on the LA 2024 Final Influencer Event Guest List -Outreach LG creators	10:00-3:00	5	
10/9/2024	-Laura Geller Beauty Organic Brief: Concept: Great gifts for the holiday -- demo each product	10:00-3:00	5	
10/10/2024	-Laura Geller Beauty Organic Brief: Concept: GRWM (talking about the palette/holiday traditions and plan	10:00-3:00	5	
10/14/2024	-Finished counting Laura Geller Beauty Inventory -Added in all holiday items into inventory sheet that are on the website	10:00-3:00	5	
10/15/2024	-Created sample order for LG and Bliss inventory (added in SKU numbers from Shopify)	10:00-3:00	5	
10/16/2024	-Created Amaon Brief for Carmindy's Live -Updated Bliss TikTok Shop Live report slide	10:00-3:00	5	
10/17/2024	-Bliss Organic Brief: Pimple Patches 101 -Tiktok Live (Pinned Products)	10:00-3:00	5	
10/21/2024	-Set up Laura Geller Training for New Employees	10:00-3:00	5	170 (First Total)
10/22/2024	-Julep Amazon Live Brief -Fixed formatting for LG PR List	10:00-3:00	5	

10/23/2024	-Organic Briefs for December -Update Bliss TikTok Live Reporting Deck	10:00-3:00	5	
10/24/2024	-Send out LA Event Influencer Thank You Packages	10:00-3:00	5	
10/28/2024	-Outreached to Bliss realtors for briefs	10:00-3:00	5	
10/29/2024	-Packed and shipped Passenger Princess Mailers for Bliss	10:00-3:00	5	
10/30/2024	-Emailed influecners from our Master List to ask if they would like to be added to PR List	10:00-3:00	5	
10/31/2024	-Julep Amazon Live Brief -Set up for Amazon/TikTok Live	10:00-3:00	5	
11/4/2024	-Updated Marketing Deck for Ocotober Paid Sponsored Campaigns	10:00-3:00	5	
11/5/2024	-Outreached for LG Influencers for Organic Campaigns	10:00-3:00	5	
11/6/2024	-Wrote 4 Organic Campaign Briefs for LG	10:00-3:00	5	
11/7/2024	-Julep Amazon Live Brief -Set up for Amazon/TikTok Live	10:00-3:00	5	
11/11/2024	-Emailed influencers to invite to our pop-up NYC Event -Created a list of invitees	10:00-3:00	5	

11/12/2024	-Cross checked Amazon Live Brief with TikTok Shop and set up for TikTok Live	10:00-3:00	5	
11/13/2024	-Started Mass Gifting Products to send to Influencers	10:00-3:00	5	
11/14/2024	-Julep Amazon Live Brief -Set up for Amazon/TikTok Live	10:00-3:00	5	
11/18/2024	-Created Amazon Live Brief and set up Bliss Tiktok and Amazon Live -Outreached to UGC Creators for LG	10:00-3:00	5	
				TOTAL: 250 HOURS

Supervisor Signature: Hallie Johnson
Date: 11/26